CHAPTER 5

CORRESPONDENCE PREPARATION

A Religious Program Specialist is required by occupational standards to type and route official correspondence prepared in the office of the chaplain. It is therefore extremely important for the RP to know the proper procedures for preparing naval correspondence.

Policies, procedures, and guidance for preparing correspondence are presented in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5). This manual contains specific preparation instructions concerning letters, endorsements, memoranda, and messages.

This chapter will cover the guidelines contained in SECNAVINST 5216.5; the format of a naval letter including authorized variations; the requirements for using special types of correspondence; the format of a business style letter; and the basic rules of grammar.

OFFICE OF THE CHAPLAIN CORRESPONDENCE

Religious Program Specialists are normally tasked with typing and proofreading correspondence prepared in the office of the chaplain in support of the Command Religious Program (CRP). It should be noted that the religious program is a "command" responsibility. Therefore, correspondence involving the Navy and/or Marine Corps is considered to be official correspondence. Official correspondence is usually prepared for the signature of the commanding officer.

As was noted in Chapter 4 of this module, "By direction" signature authority is generally granted to the command chaplain by the commanding officer concerning routine matters and official correspondence relating to the CRP. Such correspondence officially comes from the commanding officer. This means that recipients will usually handle the correspondence as if it were written by the commanding officer. A chaplain's signature "By direction" is not followed by his or her rank or office since the chaplain is signing the correspondence for the commanding officer.

Before proceeding to a discussion on the preparation of correspondence, it is important to note again that chaplains also originate both pastoral and professional correspondence. Pastoral correspondence relates to the chaplain's pastoral relationship with personnel of the command, dependents, or civilians. A business style format and the chaplain's own name are used for this type of correspondence. Since the chaplain's pastoral role rather than the officer role is involved, the signature maybe followed by the identification, "Chaplain, U.S. Navy," rather than the official rank and Chaplain Corps designation (CHC).

Professional correspondence is between two or more chaplains, or between a chaplain and any officer/enlisted service member, which relates to professional matters within the Chaplain Corps. A business style format and the chaplain's own name are also used for this type of correspondence.

The next sections of this chapter contain information concerning a standard naval letter, variations of the naval letter, special types of correspondence, and a business letter. It is important to remember that complete guidelines and procedures for preparing naval correspondence are contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5).

STANDARD NAVAL LETTER

The standard naval letter is normally used in writing officially to addressees within the Department of Defense. It may also be used in writing to other addressees who are known to have adopted similar formats. The standard or typical naval letter is from one originator to one addressee and is usually referred to as the naval letter.

With only slight variations, the same format is used to prepare the joint letter, multiple-address letter, and the endorsement. It is also used to prepare memoranda and to a lesser extent such other special types of naval correspondence as the speedletter and the telecommunication message.

Since the style of the standard naval letter sets the pattern for all types of correspondence, including the business letter, it is important for the RP to be familiar with the procedures used in preparing a naval letter. The proper procedures and format for the preparation of the naval letter are explained in the next sections.

Stationery

The first page of a naval letter is written on letterhead stationery of the activity of the chief official under whose title it is written. Figure 5-1 shows examples of various letterhead stationery. If printed letterhead stationery is not available, the letterhead is typed or stamped in the top center of the page beginning on the fourth line from the top of the page. Second and succeeding pages are typed on plain bond paper which is similar to the letterhead stationery in size, color, and quality.

Copies

White and colored tissues (manifold sheets) are used for additional copies of naval letters. The required number of copies of a naval letter is determined by the type and number of addressees and the local processing and filing practices. Although the necessary number of copies must be determined separately for each letter, the following copies are normally required:

● GREEN.—One copy is required for the official files. NOTE: A designated reproduced copy may be used as the file copy when colored tissues are not available.

● WHITE.—One copy is required for each "via" addressee and each "copy to" addressee.

Margins

On the first page of a naval letter (figure 5-2), the left and right margins are one inch and the bottom margin is at least one inch. On the second and succeeding pages (figure 5-3), the margin at the top is one inch and other margins are the same as for the first page. NOTE: Figures 5-2 and 5-3 are used for explanation purposes for the remainder of the discussion in regard to the naval letter.

General Style

No salutation or complimentary close appears on a naval letter. The letter is prepared in block style without indenting except for the first lines of subparagraphs or for extensive quotations.

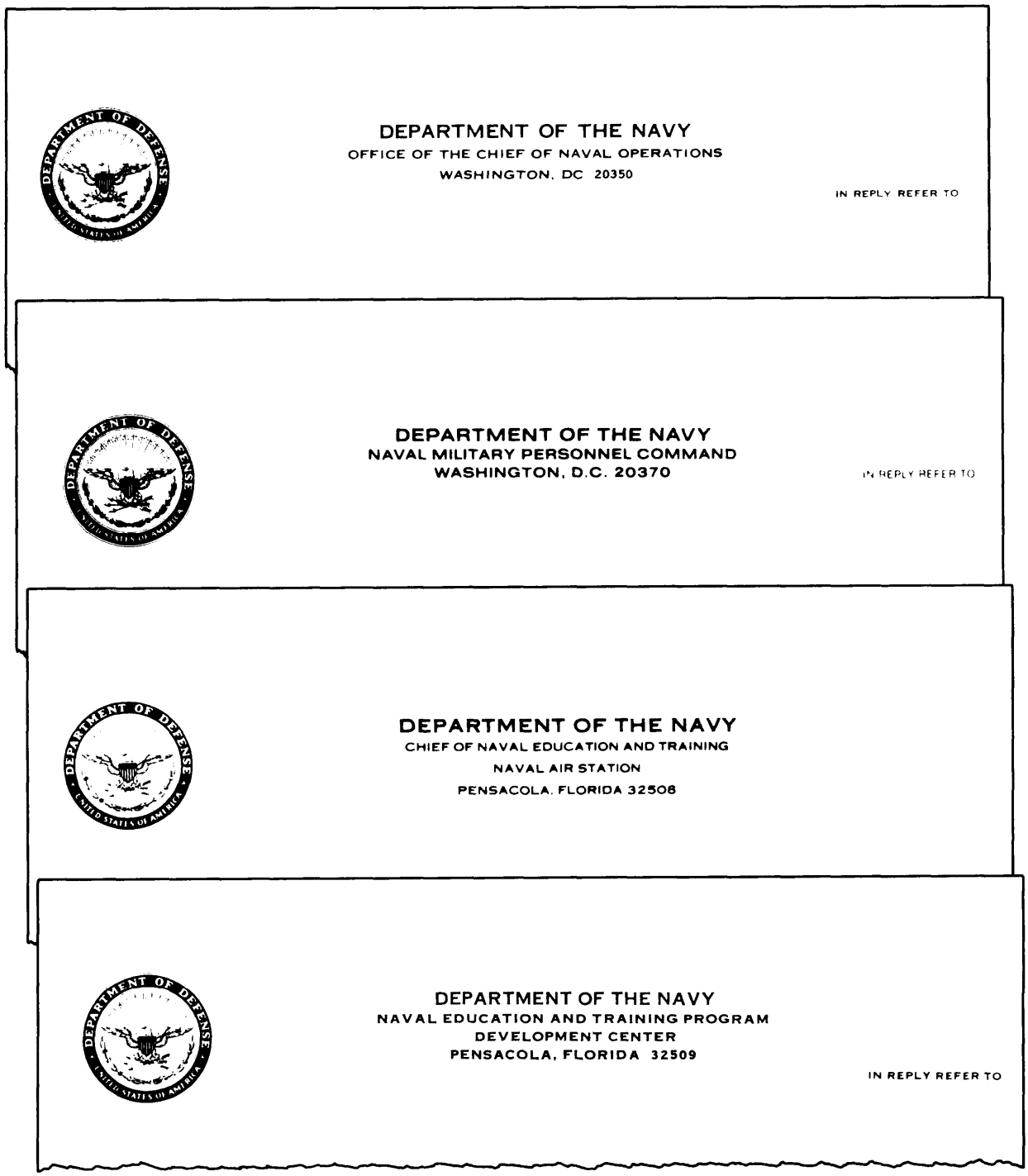
Identification Symbols

The location of the identification symbols is governed by the "refer to" line when it is printed on the stationery. Figure 5-1 shows three examples of letterhead stationery with printed "refer to" lines and one example where the "refer to" line is not printed on the stationery. The following entries may be contained in the identification symbol:

ORIGINATOR'S CODE.—An originator's code serves as a basic identification symbol and is formed according to local instructions. It appears on all outgoing correspondence except correspondence that is prepared for the Secretary of the Navy's signature. The group of letters "PBX:ABC:PLM" is the originator's code in figure 5-2. Hull numbers may be used as the originator's code for ships.

FILE NUMBER.—The use of a file number is optional on the naval letter. It is blocked below the originator's code when used. A file number is normally used when the originator wishes to be included on return correspondence. The number "5216" is the file number in figure 5-2. A listing of file numbers is contained in *Department of the Navy Standard Subject Identification Codes* (SECNAVINST 5210.11). The specific contents of this instruction are contained in Chapter 3 of this module.

SERIAL NUMBER.—A serial number is an optional entry on unclassified naval letters. It is blocked below the file number or below the originator's code when there is no file number. The purpose of a serial number is to assist commands in identifying and locating correspondence. There is no serial number in the



95.17A

Figure 5-1.—Letterhead Stationery.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
PBX:ABC:PLM
5216
5 Jan 1983

REGISTERED MAIL

From: Chief of Naval Operations
To: Commanding Officer, Naval Education and Training Program Development Center, Pensacola, Florida 32509
Via: Chief of Naval Education and Training

Subj: Correspondence procedures; recommendations concerning

Ref: (a) CNET ltr RWW:TUE:STA of 1 Dec 1982 to CNO
(b) FONECON between Mr. Smith, CNET, and Mr. Jones, NAVEDTRAPRODEVCEN, 15 Dec 1972

Encl: (1) CNET survey team report of NAVEDTRAPRODEVCEN
(2) (SC) Department of the Navy Correspondence Manual

1. In response to reference (a), the findings of the Chief of Naval Education and Training (CNET) survey team are provided in enclosure (1). The information concerning correspondence procedures in this letter and in the accompanying material are submitted at the request of the Administrative Officer of the Naval Education and Training Program Development Center.

2. The copy of the Department of the Navy Correspondence Manual (enclosure (2)) is forwarded under separate cover and may be retained for your use. Detailed procedures on correspondence preparation are provided in this manual.

3. This letter is specifically designed to be used as a guide to the procedures contained in the CNET survey team report, and in accordance with reference (b). Very few letters will contain as many sections as this one; however, the general arrangement is the same regardless of the number of elements in a letter or its length.

a. The identification symbols, and, if any, the postal instructions, the classification, and the "from" line, are fixed in their relative positions.

b. The positions of the other headings depend on the number of lines required for each entry.

(1) Between the "from" line and the "to" line, and the "to" line and the "via" line, if any, there is no blank line.

(2) Between all other heading entries, and between the last heading entry and the body of the letter, there is a blank line.

(3) Between the last entry of text and the "signature" line, there are four blank lines.

95.17.1

Figure 5-2.—Unclassified Naval Letter (First Page).

PBX:ABC:PLM
5216

Subj: Correspondence procedures; recommendations concerning

4. The month may be abbreviated or spelled in full in the "identification symbols" section. The date may be either typed or stamped.

Paul L. Master

PAUL L. MASTER
By direction

Copy to:
SECNAV

Blind copy to:
Mr. Simpson
Mr. Wright

NOTE: List of "blind copy to" information addressees does not appear on original correspondence.

95.17.2

Figure 5-3.—Unclassified Naval Letter (Second and Succeeding Pages).

example shown in figure 5-2. The abbreviation "Ser" precedes the serial number when one is used.

If a "refer to" line is not printed on the stationery, the identification symbols are placed at the right side of the page one line below the last line in the letterhead. The symbols are typed beginning approximately two inches from the right side so that a one-inch margin is maintained. They are arranged in block style in the order described for symbols that follow a printed "refer to" line.

Dating the Letter

The date is typed or stamped on the right side of the page just below, and blocked with the last line of the identification symbols. Correspondence is dated with the date on which it is signed.

Special Postal Service

If special postal service is used, the appropriate designation (AIRMAIL, REGISTERED MAIL, CERTIFIED MAIL, or SPECIAL DELIVERY) is typed in capital letters or stamped at the left margin on the fourth line below the last line of the address in the letterhead. The designation "REGISTERED MAIL" is the special postal service in figure 5-2.

"From" Line

The use of a "From" line is optional except when there is a specific need to include it. When a "From" line is used, it should include only that information, which together with the letterhead, will provide sufficient title and address for reply without reference documents having to be consulted. This line identifies, by title, the official in charge of the component of the Department of the Navy originating the letter.

The "From" line is typed on the third line below the designation of postal service in an unclassified naval letter. It is placed on the seventh line below the last line of the letterhead address when there is no postal service designation. Two spaces are inserted between the colon after the "From" and the beginning of the originator's title.

Titles in the "From" line follow the forms shown in the *Standard Navy Distribution List, Catalog of Naval Shore Activities* (OPNAV P09B2-105); the *Standard Navy Distribution List, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands* (OPNAV P09B2-107); and in the *List of Marine Corps Activities* (MCO P5400.6).

"To" Line

Official correspondence intended for the incumbent of an office, and pertaining to that office, is addressed to that individual by title and not by name. The title is written in the same manner as on the "From" line. Sufficient information is given to ensure that the letter is delivered expeditiously.

The "To" line is placed on the line below the "From" line. If there is no "From" line, the "To" line is placed in the same position as that prescribed for the "From" line in the preceding section. Four spaces are inserted between the colon after the "To" and the beginning of the addressee's title.

"Via" Line

The use of a "Via" line is optional. It is used when it is necessary to have the letter endorsed by one or more addressees before it is received by the ultimate addressee indicated in the "To" line.

The "Via" line is placed on the line below the "To" line. When there is more than one "via" addressee, each one is numbered with Arabic numerals enclosed in parentheses. These numerals indicate the sequence through which the correspondence is to be sent.

"Subject" Line

The abbreviation "Subj" is used to introduce a topical statement of the subject and nature of the correspondence. Only the first word and any proper nouns are capitalized. The "Subj" line is typed on the second line below the last line of the "via" entry, or of the "To" entry if there is no "Via" line.

"Reference" Line

A "Reference" line is an optional entry on a naval letter. The abbreviation "Ref" is used to indicate that previously prepared material is being

cited in the correspondence. References are listed in the order in which they are mentioned in the text of the correspondence. They maybe listed in chronological order when the sequencers not significant.

The "Ref" line is typed on the second line below the last line of the "Subj" line. When there is more than one reference, each is lettered with small letters (a, b, c, etc.) enclosed in parentheses.

Only those references that contribute to the understanding of the letter are listed. References may include: written communications, publications and documents which are available to the addressees, telephone conversations, meetings, and other verbal exchanges. References should not be used if they are not referred to in the text of the correspondence.

If only part of a long document is significant to the letter, the applicable chapter, section, or paragraph is designated. The abbreviation "NOTAL" (not to all) is enclosed in parentheses and added to the reference when a reference has not been distributed to all addressees.

"Enclosure" Line

The "Enclosure" line is an optional entry on naval letters. The abbreviation "Encl" is used to introduce a listing of material included with the basic letter. Enclosures are numbered with Arabic numbers in parentheses and are listed usually in the order of appearance in the text of the communication.

The "Encl" line is typed on the second line below the "Ref" line or below the "Subj" line when no "Ref" line is included in the correspondence. An enclosure is never listed as a reference in the same basic letter.

Text

The text or body of the letter begins on the second line below the last line of the "Encl," "Ref," or "Subj" lines as the case may be. Paragraph headings should be used in long letters to facilitate review.

Paragraphing

Each paragraph is numbered flush at the left margin with an Arabic numeral followed by a period and two spaces, All paragraphs are single spaced with double spacing between paragraphs and subparagraphs. A paragraph is not begun at the bottom of a page unless there is space for at least two lines of the text on the page; and unless at least two lines are carried over to the next page.

Signature

Signature information is typed or stamped in block style beginning on the fourth line below the last line of the text in the center of the page. All signature names are typed in capital letters in the manner preferred by the signer.

Neither the grade nor functional title of the signing official is normally shown in the signature except that a functional title is added for a chief of staff, a deputy, an assistant chief, or a similar official authorized to sign correspondence without the use of the phrase "By direction." This also applies to executive officers or similar officials authorized to sign orders affecting pay and allowances.

"Copy to" Line

A "Copy to" line is an optional entry on a naval letter. It is typed at the left margin on the second line below the last line of the signature information. Activities receiving copies are listed preferably by abbreviated titles beginning on the line below the "Copy to" notation at the left hand margin.

Originals and any information copies which are addressed outside an organization normally do not show the internal offices to which information copies have been sent. However, processing and file copies show the complete distribution. The notation "Blind copy to" is substituted for or used in addition to the notation "copy to" and is typed with the applicable addressees as shown in figure 5-3.

Paging

The first page of an unclassified naval letter is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals beginning with the numeral "2" (figure 5-3) centered 1/2 inch from the bottom of the page. Numerals are typed without punctuation marks.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

CONFIDENTIAL

IN REPLY REFER TO
5510
Ser 09B/C2378
25 Aug 1982

REGISTERED
CONFIDENTIAL

From: Chief of Naval Operations
To: Chief of Naval Education and Training

Subj: Paragraph markings; security classification of (U)

Ref: (a) OPNAVINST 5510.1F, DON supplement to the DOD Information Security Program Regulation

1. (U) Paragraphs of classified letters are marked to show the degree of classification by placing the appropriate markings in parentheses to the left of the paragraph, immediately following the numerical designation, or preceding the first word if the paragraph is unnumbered.

2. (C) The symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential, (FOUO) for For Official Use Only, and (U) for Unclassified are used as appropriate. If subparagraphs are used, each subparagraph is marked according to the classification of the information it contains. The classification of a subparagraph does not govern the classification of other subparagraphs or the paragraph as a whole.

3. (U) Further guidance may be found in reference (a).

I. M. Cleared

I. M. CLEARED

SAMPLE

(Appropriate classification, downgrading, and classification marking)

CONFIDENTIAL
CONFIDENTIAL

95.19

Figure 5-4.—Classified Naval Letter.

Identification of Second and Succeeding Pages

For identification of second and succeeding pages, the originator's code and file or serial number are repeated at the top of the page. They are typed in block style on the right side one inch from the top and beginning two inches from the right edge; or moved to the left as necessary to maintain a one-inch margin.

The serial number is used for instances when a file number is not used. When neither a file or serial number is used, the date is added below the originator's code. This information is followed by a repeat of the "Subj" line as shown in figure 5-3.

Assembly of the Letter

Letters of two or more pages are assembled in accordance with local activity practices before they are presented for signature. The signature page should be tabbed to facilitate signing if they are assembled in natural order.

Classified Naval Letters

Figure 5-4 shows an example of a classified naval letter. If an occasion arises where the RP is required to type a classified letter, personnel in the administrative office should be consulted.

VARIATIONS OF THE NAVAL LETTER

There are several variations to the basic naval letter that are frequently used in the Navy. An example of a joint letter is shown in figure 5-5; a multiple-address letter in figure 5-6; and an endorsement in figure 5-7. Specific instructions on preparing these variations are contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5).

SPECIAL TYPES OF NAVAL CORRESPONDENCE

Besides the basic naval letter and its variations, the RP should be familiar with other special types of correspondence used in the Department of the Navy. These additional types of correspondence are explained in the following sections.

Memoranda

Except as indicated in SECNAVINST 5216.5, a memorandum is prepared generally in the same manner as a naval letter. There are several memorandum formats which can be used.

"FROM-TO" MEMORANDUM.—A "From-To" memorandum is normally used for informal communications between subordinates within the same activity. It may be directed to one or more addressees. The first page of a "From-To" memorandum may be typed on plain bond paper, on the Department of the Navy Memorandum Form (OPNAV 5216/144) shown in figure 5-8, or on letterhead paper(figure 5-9).

"MEMORANDUM FOR" MEMORANDUM.—The "Memorandum For" memorandum is used for more formal communications between high level officials such as the Secretary of Defense, the Secretary of the Navy, or one of their executive assistants. The "Memorandum For" memorandum is prepared on letterhead stationery as shown in figure 5-10.

"2-WAY LETTER/MEMO" MEMORANDUM.—The "2-Way Letter/Memo" memorandum may be used as a routine letter or as a "From-To" memorandum. It is typed on a 2-Way Letter/Memo Form (OPNAV 5216/146) and is used only for a communication which requires a reply. NOTE: This type of memorandum is not generally used in the office of the chaplain.

Speedletter

A speedletter is a form of naval correspondence used for urgent communication which does not require electrical transmission. Its primary purpose is to call attention to the communication so that it will be given priority handling by the recipient. Speedletters are prepared on the standard Naval Speedletter Form (OPNAV 5216/145) shown in figure 5-11.

Message

The naval message is used only when information is of urgent nature and must be transmitted rapidly. A message should not be used if the necessary information can reach its

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING (32508)
NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER (32509)
PENSACOLA, FLORIDA

NETPDC:JOJ

CNET:RST
6 Jan 1983

JOINT LETTER

From: Chief of Naval Education and Training
Commanding Officer, Naval Education and Training Program
Development Center
To: Chief of Naval Operations

Subj: March 1983 enlisted rating examinations; promulgation of dates for

1. Subject examinations will be conducted according to the following schedule: E-4 (Tuesday, March 1); E-5 (Thursday, March 3); and E-6 (Tuesday, March 8). Local commands are responsible for administering enlisted rating examinations.

John O. Jones
JOHN O. JONES

R. S. Turner
R. S. TURNER

95.26

Figure 5-5.—Joint Letter.

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508

CNET 523
10 Jan 1983

From: Chief of Naval Education and Training
To: Chief of Naval Operations
Commander, Naval Military Personnel Command

Subj: March 1983 enlisted rating examinations; promulgation of dates for

1. Subject examinations will be conducted according to the following schedule: E-4 (Tuesday, March 1); E-5 (Thursday, March 3); and E-6 (Tuesday, March 8). Local commands are responsible for administering enlisted rating examinations.

R. S. Turner

R. S. TURNER

95.27

Figure 5-6.—Multiple-Address Letter.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO:
00:RTS
5215
12 Jan 1983

From: Commanding Officer, Naval Education and Training Program Development Center
To: Commander, Naval Military Personnel Command
Via: Chief of Naval Education and Training

Subj: Currency review of directives; results of

Ref: (a) OPNAVNOTE 5215 of 12 Dec 1982

Encl: (1) List of directives reviewed

1. As required by reference (a), a currency review of NAVEDTRAPRODEVCEN directives has been made.

2. Enclosure (1) lists the directives reviewed by subject number and title, and the action taken.

R. T. SMYTHE
By direction

- -

CNET 523
14 Jan 1983

FIRST ENDORSEMENT on NAVEDTRAPRODEVCEN ltr 00:RTS of 12 Jan 1983

From: Chief of Naval Education and Training
To: Commander, Naval Military Personnel Command

Subj: NAVEDTRAPRODEVCEN currency review of directives; results of

1. Forwarded.

R. S. TURNER

Copy to:
NAVEDTRAPRODEVCEN

95.24

Figure 5-7.—Endorsement.

OPNAV 5216/144 (REV. 6-70)
0107-LF-778-6097

DEPARTMENT OF THE NAVY

Memorandum

DATE: 1 Mar 1983

FROM: Command Chaplain

TO: Department Heads

SUBJ: Use of chapel facilities; guidance concerning

1. Chapel facilities may be used for conducting General Military Training classes and other general training sessions. Prior approval must be given by RPCS Roberts in order to ensure conflicts in scheduling do not occur. Senior Chief Roberts may be contacted at extension 1803.

U. V. Randall

U. V. RANDALL

95.62

Figure 5-8.—"From-To" Memorandum on an OPNAV Form 5216/144.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO:
00:RTS
1 Feb 1983

MEMORANDUM

From: Commanding Officer
To: Department Heads

Subj: Use of chapel facilities; guidance concerning

1. Chapel facilities may be used for conducting General Military Training classes and other general training sessions. Prior approval must be granted by the command chaplain.

R. T. SMYTHE
By direction

Figure 5-9.—"From-To" Memorandum on Letterhead Stationery. 95.59A

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
IMC:ABC
1 May 1983

MEMORANDUM FOR THE COMMANDER, NAVAL MILITARY PERSONNEL COMMAND

Subj: Visiting dignitaries; procedure for registration of

Ref: (a) White House memo of 5 Jan 1983

Encl: (1) Sample format

1. To ensure that visits of dignitaries to naval activities in the Washington area are accomplished smoothly, it is essential that lists of such guests be circulated prior to their arrival as required by reference (a).

2. Enclosure (1) indicates the type of information needed. Note that the purpose of the guest's visit is to be stated briefly.

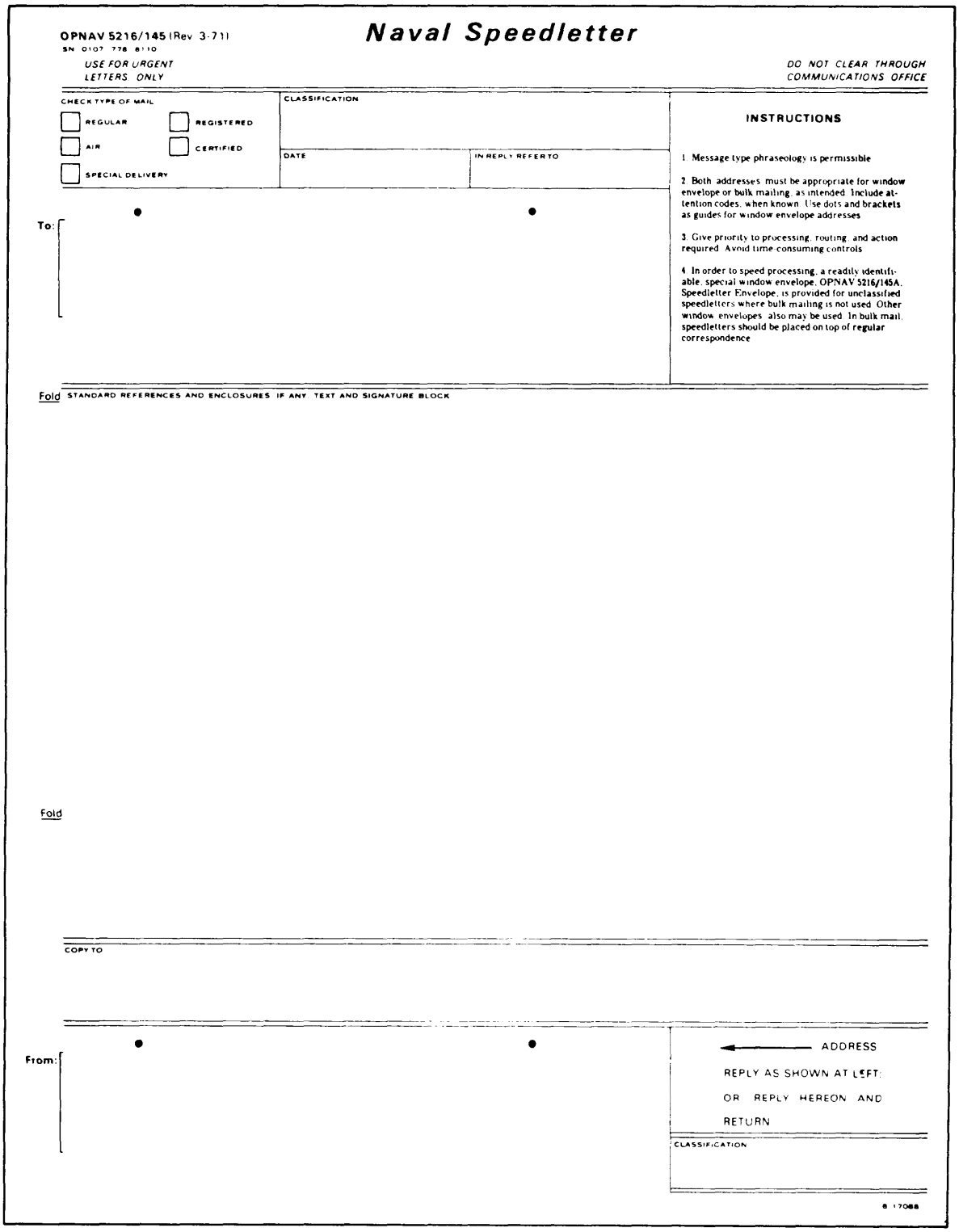
3. Completed registration lists are to be submitted to the Chief of Naval Operations 14 days prior to the arrival of guests.

I. M. Cleared

I. M. CLEARED

95.60

Figure 5-10.—"Memorandum For" Memorandum.



OPNAV 5216/145 (Rev. 3-71)
SN 0107 778 8110

Naval Speedletter

USE FOR URGENT LETTERS ONLY

DO NOT CLEAR THROUGH COMMUNICATIONS OFFICE

CHECK TYPE OF MAIL
REGULAR
REGISTERED
AIR
CERTIFIED
SPECIAL DELIVERY

CLASSIFICATION

DATE

IN REPLY REFER TO

INSTRUCTIONS

1. Message type phraseology is permissible.

2. Both addresses must be appropriate for window envelope or bulk mailing, as intended. Include attention codes, when known. Use dots and brackets as guides for window envelope addresses.

3. Give priority to processing, routing, and action required. Avoid time-consuming controls.

4. In order to speed processing, a readily identifiable, special window envelope, OPNAV 5216/145A, Speedletter Envelope, is provided for unclassified speedletters where bulk mailing is not used. Other window envelopes also may be used. In bulk mail, speedletters should be placed on top of regular correspondence.

To:

Fold STANDARD REFERENCES AND ENCLOSURES, IF ANY, TEXT AND SIGNATURE BLOCK

Fold

COPY TO

From:

ADDRESS REPLY AS SHOWN AT LEFT; OR REPLY HEREON AND RETURN

CLASSIFICATION

8 17088

95.28

Figure 5-11.—Naval Speedletter Form OPNAV 5216/145.

destination in time for proper action when forwarded by letter or speedletter.

Naval messages are prepared in accordance with communication instructions and related publications issued by the Chief of Naval Operations. Details on the drafting and handling of messages are furnished by local communication activities. Figure 5-12 shows an example of a naval message form (DD 173/2).

BUSINESS LETTER

The business letter is used for correspondence addressed to persons or agencies outside the Department of Defense who have not adopted or are unfamiliar with the naval form of correspondence. As stated earlier, chaplains also use the business form for pastoral and professional correspondence. Figure 5-13 shows an example of an unclassified business letter.

> NOTE: The material contained in the Grammar section of this chapter will NOT be tested on rating examinations. However, it is included to provide Religious Program Specialists with additional knowledge in order to assist them in handling correspondence.

GRAMMAR

The word "grammar" has many meanings. For example, it may be defined as:

- A branch of linguistic study that deals with the classes of words.
- A manner of speaking or writing that conforms to rules.
- Speech or writing that is preferred.

Each RP needs to be familiar with the basic rules of grammar in order to help ensure that the correspondence which is originated in the office of the chaplain is prepared properly. A brief overview of the basic rules of grammar will be provided in the following sections. This overview is designed to emphasize the importance of using correct English in correspondence preparation.

PARTS OF SPEECH

Eight parts of speech are contained in the English language. Words that are used orally and in written correspondence are classified under one of the following parts of speech:

- Noun
- Pronoun
- Adjective
- Verb
- Adverb
- Preposition
- Conjunction
- Interjection

The following sections will be devoted to defining each part of speech. Several examples will be provided for clarification purposes.

Noun

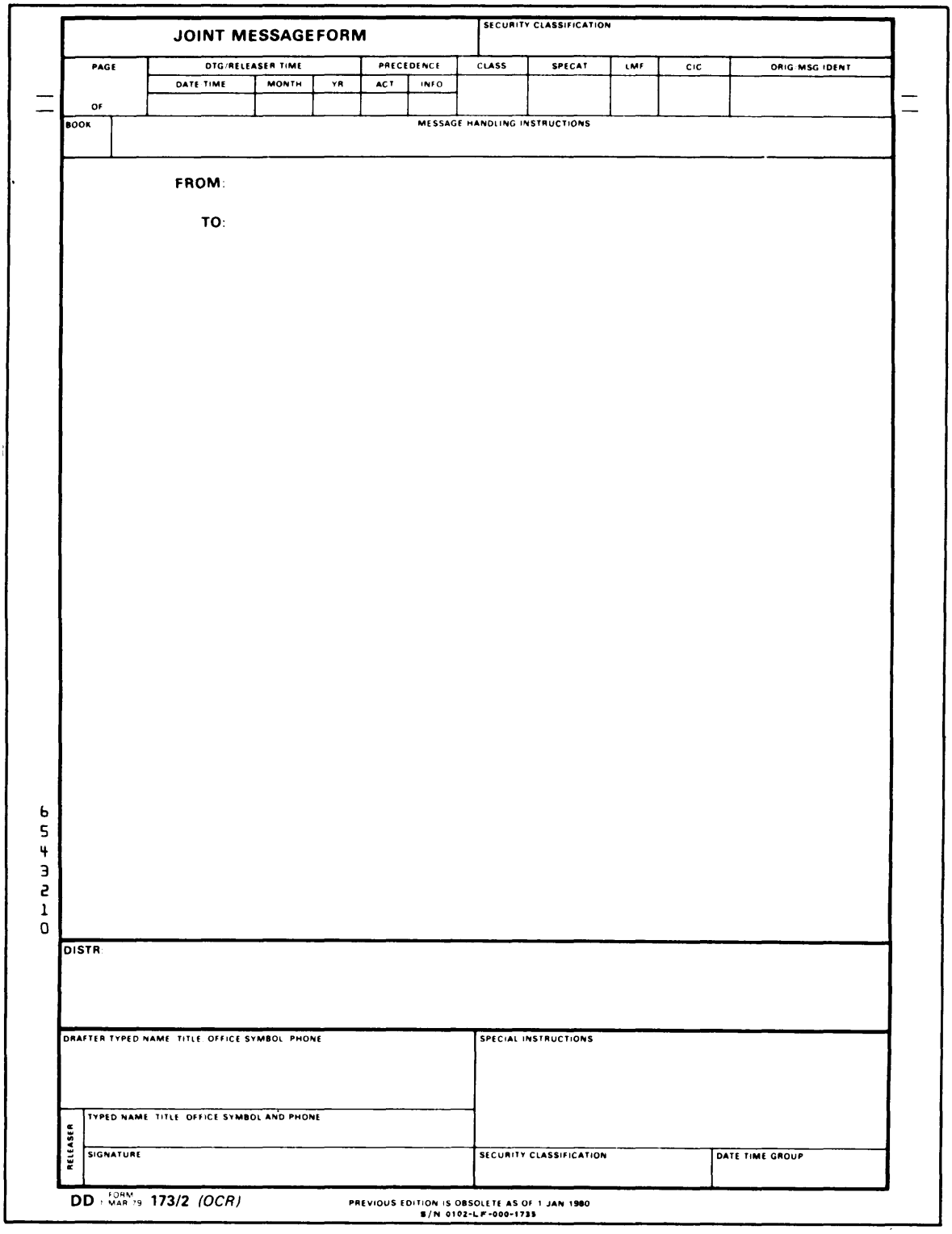
A noun identifies a person, place, thing, quality, or idea. Nouns may be used as both subjects and objects of the verb in sentences. For example:

- The command chaplain supervises the program for the commanding officer.
- The council members informed the administrator of the chapel fund of the Protestant group's desires.

"Chaplain" and "members" are subjects and "program" and "administrator" are objects in these two examples.

Pronoun

A pronoun is a word that is used in place of a noun, or as a substitute for a noun. Pronouns provide variety in expressions and thereby avoid repetition and monotony that would result from the continuous use of the same word. The noun



31.47(95F)

Figure 5-12.—Naval Message Form DD 173/2.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
PBX:ABC:PLM
4710
8 Apr 1983

Washington Welding Company
Attention: Mr. Samuel Jones
4567 Lake Avenue
Washington, DC 20380

Gentlemen:

A representative of this office will be in the Norfolk area the last two weeks in April. A meeting with your contract officer to discuss enclosure (1) can be arranged during this time.

Mr. Q. Q. William, our representative, can be reached then at the Cozy Inn Motel. If preferred, the meeting can be arranged prior to Mr. William's departure from Washington.

It is hoped that all details of the proposed contract can be agreed upon while Mr. William is in Norfolk.

Sincerely,

Paul L. Master

PAUL L. MASTER
Captain, USN
By direction of the
Chief of Naval Operations

Encl:
(1) Contract guidelines

Copy to:
Mr. William

95.31A

Figure 5-13.—Unclassified Business Letter.

for which the pronoun is used is known as the antecedent. Several of the common pronouns are: I, we, you, he, she, it, they, and them.

The following examples show a pronoun replacing a noun.

- The command chaplain supervises the program for the commanding officer. She supervises the program for the commanding officer.

- The council members informed the administrator of the chapel fund of the Protestant group's desires. They informed the administrator of the chapel fund of the Protestant group's desires.

In the first example, the pronoun "she" replaced the noun "chaplain." "Chaplain" is the antecedent of the pronoun "she." In the second example, the pronoun "they" replaced the noun "members. " "Members" is the antecedent of the pronoun "they."

Adjective

An adjective is a word that is used to modify or describe a noun or pronoun, To modify means "to limit" or make more definite the meaning of the word. For example:

- The command chaplain supervises the program for the commanding officer.

- The council members informed the administrator of the chapel fund of the Protestant group's desires.

The adjective "command" modifies the noun "chaplain" in the first example, and the adjective "council" modifies the noun "members" in the second example.

Adjectives may modify nouns or pronouns in only one of three ways:

1. By telling "what kind." For example: blue uniform, large base, strong wind.
2. By pointing out "which one." For example: this chaplain, that suggestion.
3. By telling "how many." For example: several reasons, ten ships.

The normal position of an adjective is directly before the word it modifies. Occasionally, for stylistic reasons, a writer may place an adjective after the word it modifies.

Verb

A verb is a word that affirms or predicates something. Predicate comes from the Latin word that means to proclaim or to preach. The word verb is derived from Latin and actually means "word." Therefore, the verb is a word that preaches, proclaims, or asserts the existence of the subject, or asserts action by or against the subject. For example:

- The command chaplain supervises the program for the commanding officer.

- The council members informed the administrator of the chapel fund of the Protestant group's desires.

"supervises" and "informed" are verbs in these two examples.

Adverb

An adverb is a word, phrase, or clause that is used to modify a verb, an adjective, or another adverb. For example:

- The chaplain spoke clearly.

- The chapel fund administrator's draft appears to be a more complete report.

- This applicant was most strongly recommended for conversion to the RP rating.

The adverb "clearly" modifies the verb "spoke" in the first example; the adverb "more" modifies the adjective "complete" in the second example; and the adverb "most" modifies the adverb "highly" in the third example.

Preposition

A preposition is a word used to show the relation of a noun or pronoun to some other word in the sentence. The preposition always appears in a phrase, usually at the beginning. The noun or pronoun at the end of the prepositional phrase

is the object of the preposition that begins the phrase. For example:

- The chaplain is the director of the religious program.

"Of" is the preposition and the noun "program" is the object of the preposition in this example. The preposition "of" connects the prepositional phrase (of the religious program) to the noun "director." Several of the most common "single" prepositions are: at, by, of, in, on, to, for, from, into, with, about, before, behind, during, except, around, against, beside, between, and through.

Some expressions that are used as prepositions consist of two or more words. These prepositions are referred to as "compound prepositions." A few of the most common compound prepositions are: as to, as for, according to, along with, because of, by way of, in addition to, in accordance with, instead of, in case of, in place of, in regard to, in respect to, and in compliance with.

Conjunction

A conjunction is a word that is used to connect other words, phrases, or clauses. For example:

- The RP issued paper and pencils.
- She walked out of the office and into the chapel complex.
- The bell sounded and we began to work.

The word "and" is the conjunction in all three of these examples. This word is used to connect the words "paper" and "pencils" in the first example; the phrases "out of the office" and "into the chapel complex" in the second example; and the clauses "The bell sounded" and "we began to work" in the third example.

Interjection

An interjection is a word that expresses strong feeling or sudden emotion. It may be placed within the body of the sentence or it may precede the sentence. When it is included in the body of the sentence, it is usually followed by a comma. It is normally followed by an exclamation point when it is not included in the body of the sentence. For example:

- I fear, alas, that something has happened to him!
- Alas! I fear that something has happened to him!

THE SENTENCE

A sentence is a group of words that are used together to express or convey a complete thought. It may include any of the eight parts of speech; however, the parts of speech that are used must be combined accurately to form a correct sentence. The two essential elements of a sentence that are used to express a complete thought are the subject and the predicate. NOTE: Besides the subject and predicate, sentences may also contain clauses and/or phrases. A clause is a group of words that contains a subject and predicate and is used as a part of the sentence. The main clause expresses a complete thought and can stand alone as a sentence. Subordinate clauses do not express a complete thought and must always be used in conjunction with a main clause. A phrase is a group of words that is used as a single part of speech. It does not contain a verb and its subject is not complete in itself. A phrase cannot stand alone.

Subject

The subject is a word or a group of words about which something is being said. It is the subject of the discourse and names the person or thing about which the author of the sentence is writing. The subject may be either a single word (simple subject) or several words (complete subject). For example:

- Sailors travel.
- The command chaplain supervises the program for the commanding officer.

"Sailors" is the simple subject in the first example and "chaplain" is the simple subject in the second example. "Command chaplain" is the complete subject in the second example.

Predicate

The predicate is a word or a group of words that state something about the subject and includes everything in the sentence that is not included in the complete subject. This means that the complete predicate includes the simple predicate with its modifiers and the object with its modifiers. For example:

- Sailors travel.
- The command chaplain supervises the program for the commanding officer.

"Travel" is the simple predicate in the first example and "supervises" is the simple predicate in the second example. "Supervises the program for the commanding officer" is the complete predicate in the second example.

Classification of Sentences

Sentences may be classified according to structure (simple, compound, complex, and compound-complex) or according to meaning (declarative, imperative, interrogative, and exclamatory). These classifications are discussed in the following paragraphs.

SIMPLE SENTENCE.— A simple sentence is one that consists of a single independent clause and no subordinate clauses. The simple sentence always contains one subject and one verb. For example:

- The command chaplain supervised the program.

COMPOUND SENTENCE.— A compound sentence has two or more independent clauses that are related in thought and joined by one or more coordinating conjunctions. For example:

- The chapel fund administrator is rewriting this instruction, and he will submit his draft to the command chaplain for approval.

"And" is the coordinating conjunction in this example. It should be noted that the above example could have been written as two complete sentences and not change the meaning. For example:

- The chapel fund administrator is rewriting this instruction.
- He will submit his draft to the command chaplain for approval.

COMPLEX SENTENCE.— The complex sentence is one that consists of at least one independent clause and one or more dependent clauses. Major emphasis is placed on the independent clause and the dependent clause gains its meaning from the independent clause. The clauses in a complex sentence that has only two clauses are joined by a subordinating conjunction. For example:

- You earn money while you work.

"While" is the subordinating conjunction in this example. "You earn money" is the independent clause and "while you work" is the dependent clause.

COMPOUND-COMPLEX SENTENCE.— A compound-complex sentence consists of a compound sentence (one with two or more independent clauses) and at least one dependent clause. For example:

- Some of the employees who worked during the war years have retired, but many of them are still employed in the same office.

The words "who worked during the war years" form the dependent clause. "Some of the employees have retired" and "many of them are still employed in the same office" are the independent clauses and could stand alone as two complete sentences.

DECLARATIVE SENTENCE.— A declarative sentence is one that makes a statement. Such a sentence ends with a period. The normal grammatical order of the parts of a declarative sentence is the subject first followed by the predicate with all its modifiers. For example:

- I found her book on my desk.

"I" is the subject; "found" is the predicate; and "book" is the object in this example.

IMPERATIVE SENTENCE.— An imperative sentence is one that gives a command or makes a request. The subject of an imperative sentence is seldom expressed. The word you, understood, is the subject when a subject is not used. A period is normally used at the end of an imperative sentence; however, it may be followed by an exclamation point if it is an emphatic command. For example:

- Read that exercise.
- Stop!

The word you, which is understood, is the subject in both of these examples.

INTERROGATIVE SENTENCE.—An interrogative sentence is one that asks a question. The normal grammatical order of the words is inverted in an interrogative sentence and the sentence may begin with either a verb or an adverb with the subject following. An interrogative sentence ends with a question mark. For example:

- Did you hear the bell sound?
- Where did you file the incoming letter?

"Did" is the verb in the first example and "Where" is an adverb in the second example. "You" is the subject in each sentence.

EXCLAMATORY SENTENCE.—An exclamatory sentence is a complete sentence that expresses surprise, excitement, or other strong emotion. The order of the sentence is generally inverted—the subject and verb are placed near the end. An exclamatory sentence ends with an exclamation point. For example:

- What a storm that was!
- How wonderful that is for you!

PUNCTUATION

Punctuation is used to make the meaning of the sentence clear to the reader. Some marks of punctuation are used to indicate, in written English, the pauses and stops which the voice makes in spoken English. They indicate not only where a pause should come, but also the extent of the pause. For example, the comma indicates a slight hesitation and the period a longer one. Other vocal inflections are conveyed by the question mark and the exclamation point. The primary (principal) marks of punctuation are:

- Period: .
- Comma: ,
- Semicolon: ;
- Colon: :
- Question Mark: ?
- Exclamation Point: !
- Dash: --
- Quotation Marks: " "
- Parentheses: ( )
- Apostrophe:

Period

The period is generally the sign of a "full stop. " It is used at the end of declarative and imperative sentences. If a sentence ends with an abbreviation that requires a period, only one mark is used for both purposes. The period is also used after abbreviations, initials, and abbreviated titles preceding names. Examples of various uses of the period are shown below.

- After a declarative or imperative sentence.

  It was a cold day. (declarative)

  Please write to me. (imperative)

- After abbreviations.

  Ariz. - doz. - sq. ft.

- After abbreviated titles.

  Mr. G. E. Coleman, Jr.

  Dr. J. B. Holmes

  Rev. Edward Smith

● It should be noted that some Government agency abbreviations and all U.S. Navy rank abbreviations are written without periods. For example:

CIA - FBI - FHA - RADM - CAPT - LT

Comma

The comma is that mark of punctuation used in writing to indicate a slight pause or a separation of words, phrases, or clauses from other parts of the sentence that are not closely connected. It is the most frequently used mark of punctuation.

Examples of various uses of the comma are shown below.

● To separate words, phrases, or clauses used in a series in a sentence.

This is an accurate, sturdy, dependable compass. (words)

Guards are stationed inside the building, at the door, and at the gate. (phrases)

Senior Chief Taylor tried to do the work, but he did not have the right tools. (clauses of a compound sentence).

● To separate nonrestrictive clauses

They asked Chief Gibson, who was the instructor, to explain the material.

● To separate an adverbial clause at the beginning of the sentence.

When Corporal Johns heard the alarm, he went to his post.

● To separate the name of a city, a state, or a county.

Houston, Texas - Escambia County, Florida

NOTE: A comma should also be placed after the name of the state in a sentence when the city and state are used together.

Houston, Texas, is in the South.

● To separate items in a date.

Monday, October 26, 1942

NOTE: A comma should also be placed after the year in a sentence when the date and year are used together.

On Monday, October 26, 1942, he started his new job.

● To separate an appositive (noun or pronoun—often with modifiers—set beside another noun or pronoun to identify it).

Your friend, Bill, is the coach.

My brother's car, a sporty convertible, is the one we like to drive.

● To separate parenthetical expressions (side remarks or comments).

Your suggestion, we are glad to say, has been adopted.

● To set off yes, no, well, etc., at the beginning of a sentence.

Yes, this is my book.

No, Seaman Jones is not here.

Well, what can we do?

● To set off persons addressed in a sentence.

What is your opinion, Commander?

I hope, my friend, that you have learned a lesson.

Semicolon

The semicolon and the comma are used in much the same way in a sentence. A semicolon generally serves to indicate a more definite break in a sentence than that indicated by the comma. Either a comma or a semicolon may be used in compound and complex sentences to separate clauses. The mark used is determined by the meaning and how much of a break is required in the sentence. The semicolon provides a more

obvious break. Examples of various uses of the semicolon are shown below.

I do not believe he is guilty; no one who knows him could believe it.

Mary decided to leave early; therefore, she set the alarm.

We cannot hope to win with so little preparation; nevertheless, we must try.

These command instructions must be followed exactly; otherwise our chapel plan will fail.

Colon

A colon is a punctuation mark that indicates anticipation or that directs attention to what follows. It serves primarily to introduce certain ideas such as a list of items or phrases in a series, clauses in a series, a summary, or a direct or indirect quotation. The words that precede the colon suggest to the reader what is to follow. Examples of various uses of the colon are shown below.

- Before a series of items.

  The chapel council officials to be chosen are as follows: president, vice president, and secretary.

  The normal order of a sentence is always: subject, verb, and object.

- Between independent clauses when the second clause explains or restates the idea in the first.

  These chapel pew covers are the most durable kind: they are reinforced with stitching and covered with a plastic coating.

- Before a long formal statement.

  Petty Officer Rankin made the following observation:

  The time is coming when . . .

- Between the hour and minute.

  4:30 P.M.

- Between chapter and verse in reference to passages from the Bible.

  John 3:16

- Between volume and page number of a periodical or manual.

  Library Quarterly 29:82

Question Mark

The question mark is used to indicate that the sentence preceding it is a direct question. In some instances the question mark is the only means of distinguishing between a statement and a question. Examples of various uses of the question mark are shown below.

- A sentence which asks a question.

  Do you know where RP3 Jones went?

- A statement containing an indirect question.

  "What did you say about the chapel bulletin?" she asked.

Exclamation Point

An exclamation point is used as a mark of punctuation after an exclamatory word or sentence to express strong sentiments of various types. Generally, the exclamation point is not used in Government correspondence. Examples of various uses of the exclamation point are shown below.

- A sentence showing strong emotion.

  How about that!

- An interjection at the beginning of a sentence. NOTE: The interjection is usually followed by a comma.

  Oh, there you have me!

● A quotation that is an exclamation.

"What a game that was!"

● After words or phrases that have no grammatical function in the sentence but indicate strong emotion.

Great Scott ! Is it that late?

Oh! I didn't know there was anyone in the chapel complex.

Dash

A dash is used to show an interruption within a sentence such as a sudden break, or an abrupt change in thought. It is also used to indicate an unfinished sentence. The dash may also be used to set off certain words, phrases, or clauses. A dash is used to mean, "namely," "in other words, "that is," etc., before an explanation. Examples of various uses of the dash are shown below.

● A dash encloses a thought that sharply interrupts the normal flow of the sentence.

The title--if, indeed the poem had a title--has escaped me.

He might--and according to plans should--have done the work himself.

● A dash is also used to indicate an unfinished word or sentence.

He shouted, "Don't she--"

Did you hear--?

Quotation Marks

Quotation marks are used to enclose a word or words of a writer when they are quoted verbatim. These marks are used to' 'set off" direct quotes and other words from the rest of the sentence. Examples of various uses of quotation marks are shown below,

● A quotation set off from the rest of the sentence.

"We can reach them by telephone," she said.

● A quotation divided into two or more parts.

"GO home," he pleaded, "before you cause more trouble. "

NOTE: Commas and periods are always placed inside the quotation marks.

● Semicolons and colons are always placed outside the quotation marks.

"Jim," my grandfather said, "you must stop being a burden on your family"; then he suggested that I get a job.

The following books are ones Mr. Sims describes as "required reading": the Bible, Milton, and Shakespeare.

● Quotation marks are used to enclose the titles of chapters, articles, etc.

Read chapter 37, "Children's Poetry."

I enjoyed Alpert's story, "The Home of a Stranger," in the paper.

NOTE: Book titles and names of magazines are indicated by underlining (italics in print).

● Quotation marks are used to enclose slang, technical terms, and expressions that are unusual in standard English.

I heard him characterized as a "screwball."

Because his first name was Fiorello, Mayor La Guardia was known as the "little flower."

Parentheses

Parentheses are used before and after expressions to set them off from the rest of the sentence. The expressions that are set off may be a word, a phrase, or a sentence that is inserted in a sentence as a comment or an explanation. The parentheses are closely related to the pair of commas. They both enclose a grammatically nonessential element in a sentence or a word, phrase, or clause which changes the normal order

of the sentence. The difference between the use of commas or parentheses is simply a matter of degree. Examples of various uses of parentheses are shown below.

> The entire city, which by 1940 had a population of 47,000, was placed under martial law.
>
> The entire city (population 47,000) was placed under martial law.

In the second sentence the break is so abrupt that parentheses are more appropriate.

> Is it true that there are a few occasions (mark that word "few") on which such stress is appropriate?

NOTE: When parentheses come at the end of the sentence, the appropriate punctuation should be placed outside the parentheses.

> If you are caught speeding, there will be a confrontation (plus a nice, fat fine).

Apostrophe

The apostrophe is used to show the omission of one or more letters or figures, as in contractions, the possessive case of words, the plural form of letters that are spoken of as words, and as single quotation marks. Examples of various uses of the apostrophe are shown below.

● The apostrophe is used to form the possessive case of a noun.

> father's opinion
>
> man's coat
>
> women's clubs

● For singular nouns ending in "s", it is permissible to add the apostrophe without the "s" to avoid too many "s" sounds. To form the possessive case of plural nouns ending in "s", add only the apostrophe in all instances.

> the boys' gymnasium
>
> the Jones' house

● The possessive case should be placed at the end of a compound word.

> his son-in-law's work
>
> someone else's turn
>
> Chief of Engineer's office

● When two or more persons are thought of as a single combination, the apostrophe and "s" should be added to the last "s" only.

> I like to browse in the Warren and Forrest's book store.

● As a general rule, nouns denoting things without life should not be used in the possessive form.

> The door of the garage—NOT—the garage's door

Exceptions to this rule are expressions denoting time, value, or distance. For example:

> a day's work
>
> a dollar's worth
>
> war's destruction
>
> duty's call
>
> a week's pay

● Personal pronouns in the possessive case do not require an apostrophe (his, hers, its, ours, yours, theirs, whose).

> I thought the scarf was hers.
>
> Do you know whose book that is?

● Indefinite pronouns in the possessive case require an apostrophe and "s" (one, everyone, everybody, etc.).

> Everyone's prediction was wrong.
>
> He objected to everybody's method of work.

- The apostrophe is used to indicate omission of letters in a contraction and numbers in a date. For example:

  it's (it is)

  who's (who is)

  class of '54 (1954)

SUMMARY

The Religious Program Specialist is normally tasked with typing, proofreading, and routing all correspondence that is prepared in the office of the chaplain. It is important for the RP to remember that the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) provides detailed information on preparing naval correspondence. Also, the RP should consult personnel in the administrative office when questions arise concerning correspondence preparation.

Naval letters including authorized variations, the requirements for using special types of correspondence, and the business style letter are explained in the first sections of this chapter. Various aspects of grammar are covered in the latter sections of this chapter. It should be noted that RPs should be familiar with the basic rules of grammar since they are responsible for proofreading the correspondence prepared in the office of the chaplain.